



COMMUNITY SERVICES COMMISSION

Barbara Cardillo, Chair
Leslie Alexander
Christine Currie
Anita Wolf
Adam Hadar

Susan Gomez, Vice Chair
Toni Blackstock
Nancy Marcus
Stanford Stickney

TOWN OF LOS GATOS COMMUNITY SERVICES COMMISSION

**NOVEMBER 6, 2008
5:00 P.M.**

**Neighborhood Center
208 East Main Street
Los Gatos, California**

PARTICIPATION IN THE PUBLIC PROCESS

The Town of Los Gatos strongly encourages your active participation in the public process, which is the cornerstone of democracy. If you wish to speak to an item NOT on the agenda, you may do so during the "Verbal Communications" period. The time allocated to speakers may change to better facilitate the Community Services Commission meeting.

The purpose of the Community Services Commission meeting is to conduct the business of the community in an effective and efficient manner. This is done by following meeting guidelines set forth in State law and in the Town Code. Conduct which is considered disruptive during Community Services Commission meetings include, but is not limited to:

- Addressing the Community Services Commission without first being recognized;
- Interrupting speakers, Community Services Commission members, and Town staff;
- Continuing to speak after the allotted time has expired;
- Failing to relinquish the podium when directed to do so; and
- Repetitiously addressing the same subject.

For the benefit of the community, the Town of Los Gatos asks that you follow the Town's meeting guidelines while attending Community Services Commission meetings and treat everyone with respect and dignity.

Writings related to an item on Community Services meeting agenda distributed to members of the Commission within 72 hours of the meeting are available for public review at the front desk of the Los Gatos Public Library, located at 110 E. Main Street and are also published on the on the official Town of Los Gatos website. Copies of desk items distributed to members of the Commission at the meeting are available for review in the Neighborhood Center at front desk.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (408) 354-6888. Notification 48 Hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to the meeting. [28 CFR 35, 102-35.104]

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1. ROLL CALL/INTRODUCTIONS

2. MINUTES

- 2.1 Approval of October 2, 2008 Minutes (Attachment 1)

3. COMMUNICATIONS

(Three minute time limit per speaker for subjects not on agenda.)

- 3.1 Verbal

- 3.2 Written

4. COMMITTEE REPORTS

- 4.1 Steering Committee: (Cardillo) – No Report

- 4.2 Disaster Preparedness/CERT Activities: Informational Report (Cardillo)

- 4.3 Evaluation Committee (Gomez)

1. Approve the attached Community Grant Program schedule for the allocation of FY 2009/10 funds. (Attachment 2)
2. Conceptually approve a two-year Community Grant funding cycle (Exhibit A)
 - a. Community Grant Process Timeline

5. COMMUNITY SERVICES CONNECTIONS

- 5.1 Reports from Commissioners Alexander (Support Network for Battered Women) and Marcus (Live Oak Senior Nutrition Center)

6. LIAISON REPORTS: Informational Reports

- 6.1 General Plan Committee (Cardillo)

- 6.2 County Housing and Community Development; Citizens Advisory Committee: (Gomez) – No Report

- 6.3 Town Youth Commission (Hadar)

- 6.4 Drug Free Community (Blackstock)

- 6.5 West Valley Green Leaf (Currie)

- 6.6 Senior Services Consortium/COA (Marcus)

7. OTHER BUSINESS:

- 7.1 Chair and Vice-Chair Elections

8. STAFF REPORTS

- 8.1 Sustainability Committee - Status Report

9. ADJOURNMENT

Adjourn to December 4, 2008.

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ATTACHMENTS:

1. October 2, 2008 Minutes
2. Memo from Evaluation Committee

ATTENDANCE: Please contact the Commission Chair or the Community Services Department at (408) 354-6888 if you are unable to attend. The current Town Attendance Resolution states that any commissioner who is absent from four regular meetings held in a twelve month period, shall surrender his or her office on the Commission.



MEMORANDUM

Community Services Department

To: Community Services Commissioners

From: Evaluation Committee

Subject: That the Community Services Commission approve:

1. Approve the attached Community Grant Program schedule for the allocation of FY 2009/10 funds.
2. Conceptually approve a two-year Community Grant funding cycle.

Date: November 3, 2008

RECOMMENDATION:

That the Community Services Commission approve:

1. Approve the attached Community Grant Program schedule for the allocation of FY 2009/10 funds.
2. Conceptually approve a two-year Community Grant funding cycle.

DISCUSSION:

The Evaluation Committee met last week to review the Community Grant funding process and discuss adoption of a two-year funding cycle. The following is information regarding the recommendations.

Community Grant Schedule

The Evaluation Committee recommends that the Applicants have an opportunity to present their applications and answer questions at a meeting before the Evaluation Committee prepares its recommendations. The goal is to open the door for early discussion with complete and fair evaluation of each application on its merits. The attached schedule reflects this recommendation.

Two Year Funding Cycle

At the Commission's request, staff has monitored the County's two-year funding cycle for allocation of CDBG dollars. The County staff has stated that the funding cycle is successful and will continue to allocate funds every two years. It is recommended that the Commission approve adoption of the same funding cycle and refer this item back to staff to obtain necessary approvals and develop appropriate grant applications.

FY 2009/10 CSC Grant Process Timeline

Date	Task
December 29, 2008	Public notice in Los Gatos Weekly: availability of funds
January 5, 2009	Applications available with schedule highlighting February 19 presentation opportunity.
January 28	Applications due by 4:30 p.m.
February 5	Applications and summary documents given to Community Services Commission Evaluation Committee at regular February Community Services Commission meeting (or available for pick up).
February 6 – February 19	Evaluation Committee reviews applications, summary documents, and CSC Connections Summaries.
February 19	Evaluation Committee meets to consider allocation recommendations. Applicants are invited to meeting for brief presentation and question/answer period. Presentations limited to 5 minutes.
February 20 – February 27	Evaluation Committee meets and reviews application packets plus presentation materials; prepares recommendation.
March 5	Public Hearing Notice for March Community Services Commission meeting in Los Gatos Weekly
March 6	Community Services Commission meeting packet, including Evaluation Committee recommendation to CSC, mailed to Commissioners and applicants. Applicants invited to attend March 12 meeting.
March 12	Community Services Commission meets and considers Evaluation Committee allocation recommendations and adopts recommendation to Council.
April 6	Town Council meeting: adoption of resolution allocating FY 2009/10 CDBG funds; Community Grant allocations referred to budget process. Commissioners attend to present recommendation to Council.
May 4	Town Council meeting: Public Hearing to consider FY 2009/10 Preliminary Operating Budget
June 1	Town Council meeting: adoption of FY 2009/10 Operating Budget